



Danville Train Station Use of Property Agreement

The Danville Train Station is owned by the Town of Danville. Village to Village Connections, Inc. has a lease agreement to maintain the train station as an LVRT trailhead and community meeting space. Permission to use the train station will be by advance reservation only and under the conditions specified by the following policy guidelines set forth by the Board of Directors.

RESERVATIONS

1. This application form must be completed and signed by a representative who is at least 21 years of age. This individual will assume responsibility for the use of the facility and adherence to this policy.
2. For frequent users, the application is valid for one year.
3. Completed applications should be received by a V2V representative at least one week in advance of the event date.
4. V2V and Danville Historic Society sponsored programs will always be given preference for use of the rooms.
5. Permission for use of the facility is not transferable.
6. Reservation cancellations should be made by contacting the V2V representative with as much advance notice as possible.

FEES

1. Rental Fee: The train station is available for use by community groups and organizations. For a one-time event, a \$50 donation to V2V to cover operating expenses is required. V2V is a non-profit and dependent on the generosity of the community. For on-going events, an appropriate fee will be negotiated between the renter and V2V. Donations can be paid to Village to Village Connections at PO Box 346 Danville VT 05828 or online at v2v-danvillevt.org,
2. In the event that any damages incurred during the use of the facility, the applicant will be responsible for the damages.
3. Waiver of rental fee: V2V representatives reserve the right to waive the rental fee if negotiated by the renter. In some of these cases, V2V may be listed as a co-sponsor of the event/activity in recognition of waiving the fee.

TERMS AND CONDITIONS FOR USE OF THE TRAIN STATION

1. Groups using the train station must provide proof of insurance (at least 1 MUSD) naming V2V as an additional insured. If the group or organization cannot provide insurance, they can negotiate a rider on the V2V policy and pay the additional expense of the rider (typically \$100 - \$150). In some cases, V2V may cover the rider fee, and may ask to be listed as a co-sponsor of the event.
2. Keys for accessing the building are available from a V2V representative. Copying of keys is not permitted and will result in loss of access.
3. The user may charge an admission fee or request donations.
4. The use of the building will not endanger the health and safety of the participants, nor will the use put the building at risk of damage or loss.
5. Duly constituted political groups may use the rooms as per the above membership rule, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use.
6. The fact that an organization or group is permitted to meet at the Danville Train Station does not constitute an endorsement of the group's beliefs or policies.
7. Deliveries of food and equipment are the responsibility of the user. V2V representatives will not accept or sign for such deliveries.
8. Catered services are allowed but the user must provide all necessary serving equipment including plates and utensils.
9. The user is responsible for setup/takedown of chairs and tables, cleanup after the program and removal of all trash, within 2 hours after the end of the event.
10. V2V will not assist the user with registration or promotion of meetings, classes or entertainment, but will answer inquiries directed to V2V with respect to said events.
11. There is no storage of personal property at the train station.
12. All publicity (i.e. posters, brochures, and radio or TV announcements) must carry the name of the organization sponsoring the meeting.
13. Neither the name, nor the address of V2V or the train station may be used as the headquarters of an organization or group.
14. Youth organizations using the space must have at least one person 21 years or older present for every 10 people under age 18.
15. V2V is not responsible for lost or stolen articles.
16. Smoking is not permitted in the train station property.
17. Alcohol may be served with advance permission and in accordance with the laws of the State of Vermont.

February 17, 2026



- 18. No tacks, nails or scotch tape are to be placed on doors, walls or furniture. Removable mounting adhesives such as 3M products are permissible.
- 19. The Danville Historical Society may have additional requirements for events using the passenger side of the train station.
- 20. Violation of any of the above policies may result in loss of privilege to use the space.
- 21. Keys need be returned the day of the event or as arranged with a V2V representative.

PAUSE PLACE and LVRT

- 1. This agreement covers the use of the Pause Place directly across the LVRT from the train station.
- 2. The Vermont Department of Transportation (VTRANS) owns the LVRT. Any group or organization wanting to also use the LVRT must obtain a separate special use permit from VTRANS. Find the permit at <https://railtrails.vermont.gov/information/permits/>. VTRANS does require proof of \$1 million in liability insurance to hold an event on the LVRT.

EXCEPTIONS

The V2V board of directors reserve the right to review and make exceptions to this policy, including fees. Requests for exceptions must be submitted in writing with the application.

SAFETY

In case of a fire or emergency, evacuation of the train station building must be carried out according to the displayed fire code regulations and signage in the facility. Organizations using the space will be responsible for making occupants aware of these guidelines and announcing the location of all fire exits at the start of the event.

PARKING

Parking is permitted in the train station lot or at the town fields trailhead parking.

Rental Agreement

Name/Group: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Event Date/Time/Length: _____ # of People: _____

Donation Amount: _____

Signature: _____ Date: _____

For Office Use Only:

Date donation received: _____

PML Board or Staff Member Signature: _____